

Town of Berwick
Board of Selectmen/Board of Assessors
Regular Meeting
July 2, 2013
6:30 P.M.

Call to Order – 6:35 p.m.

- I. **ROLL CALL:** Chairman O'Connor, Selectman Crichton, Selectwoman Murphy, Selectman Haley

Absent: Selectman Ganiere

PLEDGE OF ALLEGIANCE: Chairman O'Connor led those present in the Pledge of Allegiance

OTHERS PRESENT: Town Manager, Patrick Venne; Town Clerk, Jo Anne Lepley

II. **APPROVAL OF MINUTES**

- a. June 18, 2013 Regular Meeting

Motion: It was moved by Selectwoman Murphy and seconded by Selectman Haley to approve the revised minutes.

The motion carried unanimously; 4-0.

- b. June 19, 2013 Workshop

Motion: It was moved by Selectwoman Murphy and seconded by Selectman Haley to approve the minutes as submitted.

The motion carried 3-0 (Crichton abstained due to being absent from the meeting).

III. **FIRST PUBLIC COMMENT – NONE**

IV. **COMMUNICATIONS**

- a. **Water Department Update**

Mr. Venne explained the request from the Sewer District to discontinue allowing alum sludge from the Water Department for 90 days in order to help determine why there is currently so much to process. Mr. Venne explained the new disposal plan for the Water Department's alum sludge and that it would at a cost savings of \$12,000 per year. The BOS discussed a possible communications issue between the Water Department and the Sewer District.

Motion: It was moved by Selectwoman Murphy and seconded by Selectman Haley to have the Town Manager arrange a joint meeting with the Berwick Water Department, the Berwick Sewer District and the Board of Selectmen.

The motion was a 2 – 2 tie (O'Connor, Crichton against)

- b. **Bridge utilities update and Price Quote from VHB for Bridge Utility Sleeve**

Mr. Venne explained that since the last BOS meeting and the motion to go ahead with the engineering and the installation of the utility sleeve, Mr. Hodgdon, of VHB has given him a substantially higher quote due to the fact that the sleeve would be intended for use by a private utility and not eligible for the cost sharing. Mr. Venne recommends moving forward with the engineering aspect and putting the sleeve in the project as an

“add option” that would give them the option to pull it from the project should the cost estimate be too high.

There was much discussion and deliberation regarding what direction to take with the new information that had been provided.

Motion: It was moved by Selectman Crichton to deny the possibility of running a sleeve under the bridge.

There was not a second the motion died.

Motion: It was moved by Selectman Haley and seconded by Selectwoman Murphy to rescind the BOS’s prior motions regarding engineering and sleeves.

The motion carried unanimously; 4 – 0.

Motion: It was moved by Selectman Haley and seconded by Selectwoman Murphy to authorize an engineering study to install a full sleeve across the Berwick-Somersworth Route 9 Bridge for the purpose of pursuing future utility use and also to authorize the Town Manager to advise the bridge contractor to receive quotes for an “ad option” for a multi-purpose utility sleeve capped on the New Hampshire side beyond the railroad tracks.

The motion carried on a 3 – 1 vote (Crichton)

c. Letter of Ryan McCabe –FYI Item

This letter congratulated the Town on the 300th Celebration and encouraged more of this type of activity.

d. FEMA Reimbursement Award, Storm NEMO - FYI

The Town submitted a FEMA application (Chief Dennis Plante and Finance Director Maureen Finger worked on this) for reimbursement of funds to the February 8-9, 2013 storm. (NEMO) The application was for \$31,586.73. The Town will be receiving a Federal Share of \$23,690.05 and a State Share of \$4,738.01. This money will be placed into the General Fund.

e. State Budget Update – FYI

The Town will be receiving approximately \$100,000 less than last year in Revenue Sharing.

f. On-call Firefighters – two new, one leaving – FYI

Mr. Josh Reynolds will be leaving to join the Special Operations Unit of the US Air Force. Current Volunteer members Mr. Scott Warren and Mr. Tyler Beaudet have completed their firefighting training bringing the total of on-call members to 29. Selectman O’Connor thanked Mr. Reynolds for his service to the Town and wished him luck and safety in his future endeavors with US Air Force.

g. Update on exploration of inter-local agreement for South Berwick traffic stops on Route 4

Representatives from the two towns have met but there is nothing concrete for the BOS to decide on. Discussions are in the initial stages.

h. Update on planned DOT traffic safety upgrades to Route 4

Rumble strips are a priority for DOT. Mr. Pendergast has been made aware of this.

i. Change of Town Hall mailing address

The Town Hall mailing address has been changed to its physical address. This will result in a cost savings of \$130 annually and in time savings for staff.

- j. Oil SPCC Plan and planned MS4 audit**
The Oil SPCC Plan is now complete and the MS4 permit has been reauthorized for five years beginning on July 1st and an audit of the compliance measures supporting the permit will be taking place on July 10th.
- k. Thank-You Letter of Alyssa Tibbetts, Scholarship Recipient**
Selectman O'Connor read Ms. Tibbett's letter thanking the Town for her receiving the Clark/Clement Scholarship and Selectman O'Connor also read the letter discussed previously written by Mr. Ryan McCabe regarding the 300th Celebration.
- l. Blueprint for covering over-expenditures – update on RHR Smith CO. advice**
Mr. Venne stated that Ron Smith of RHR Smith has indicated that he will not be available until later in July and he has indicated that the delay is inconsequential and not time sensitive. Mr. Venne will keep the BOS updated.
Selectman Haley wanted the FEMA reimbursement mentioned to RHR Smith.
- m. MRI finalization date / presentation dates update re: Fire Department Study**
It was consensus of the BOS to continue the scheduling of this meeting by email.
- n. Banking Services RFP**
There has been only response to the RFP. There was discussion regarding the one response. The Town Manager was directed to bring the Purchasing Policy to the next BOS meeting.
Motion: It was moved by Selectman Crichton and seconded by Selectwoman Murphy to move forward with accepting the Kennebunk Savings proposal.
The motion failed on a vote of 2 – 2 (Crichton, Murphy in favor; O'Connor, Haley against)
- o. Recreation Field Vandalism**
The Town Manager reported on the recent vandalism at the Recreation Field.
Mr. Reed stated that he did not think the discussion of the lack of security at the Recreation Field should have been a public discussion.

V. Approval of Accounts Payable Warrant

TW 1352 Amt \$347,459.43
 PR 1352 Amt \$41,765.52
 W 1351 Amt \$1,283.23
 TW 1351 Amt \$54,866.37
 PR 1401 Amt \$37,856.04

Motion: It was moved by Selectwoman Murphy and seconded by Selectman Crichton to approve the Warrants as presented.

The motion carried unanimously; 4 – 0.

VI. Quitclaim Deeds and/or Installment Contracts - None

VII. Reports of Committees

- a. BCTV Committee Update – None**
- b. Downtown Vision Committee Update – None**

VIII. Unfinished Business

a. Paving Bids Update

Mr. Venne stated that Mr. Perschy verified, as directed, that the bid received from Civil Consultants included analysis of test pits. Mr. Venne asked that the BOS approve his decision to select the bid from Civil Consultants as the bid most advantageous to the Town in line with the purchasing policy. Consensus of the Board was to have the Town Manager move forward with the choice of Civil Consultants.

b. Revised Investment Banking Institution Resolution

The Bank requested more information on who they would be dealing with regarding the Trust accounts. It also states that the Town will be dealing with LPL Financial/Kennebunk Investment Services and the two trust accounts are the Berwick Cemetery Trust and Lena Clark Trust. Selectwoman Murphy requested an update on the amount of principle and interest is the Lena Clark Trust. The BOS wished to have more clarification on the responsibility of administering the Berwick Cemetery Trust fund.

Motion: It was moved by Selectman Haley and seconded by Selectman Crichton that Patrick Venne, Town Manager and Maureen Finger, Finance Director for the Town of Berwick are hereby authorized to issue instructions to LPL Financial/Kennebunk Investment Services as agents to the Board of Selectmen of the Town of Berwick in matters related to income, principal, changes in assets, or other matters that concern the administration of assets of the Berwick Cemetery Trust and the Lena Clark Trust.

The motion carried unanimously; 4 – 0.

IX. New Business

a. Letter Thanking Somersworth for Permission to Disturb Right of Way

Motion: It was moved by Selectman Crichton and seconded by Selectwoman Murphy to send the letter.

The motion carried unanimously; 4 – 0.

b. HVAC RFP

Motion: It was moved by Selectman Haley and seconded by Selectman Crichton to accept the RFP as written.

The motion carried unanimously; 4 – 0.

c. Board to appoint two members to joint regionalization working group with South Berwick

Motion: It was moved by Selectman Crichton and seconded by Selectman Haley to appoint Selectwoman Murphy and Chairman O'Connor to the joint regionalization working group with South Berwick.

The motion carried unanimously; 4 – 0.

d. List of Town Goals & Objectives – Board to review and prioritize

Motion: It was moved by Selectman Crichton and seconded by Selectman Haley to table for a workshop after August 19th and before a regular meeting.

The motion carried unanimously; 4 – 0.

e. York County Budget Committee Censure Hearing – Position letter

Motion: It was moved by Selectman Haley and seconded by Selectman Crichton to authorize the Town Manager to send the Resolution in support of the York County Budget Committee.

The motion carried unanimously; 4 – 0.

f. Real Estate Sales Proposal of M.C. Gove for Town gravel pit

There was a short discussion of what the Town could do with the property in the future.

Motion: It was moved by Selectman Haley and seconded by Selectwoman Murphy for the BOS not to consider this proposal.

The motion carried unanimously; 4 – 0.

g. Cancellation of Regular Meeting – July 16, 2013

Motion: It was moved by Selectman Crichton and seconded by Selectman Haley to cancel the regularly scheduled July 16, 2013 BOS Meeting.

The motion carried unanimously; 4 – 0.

X. ABATEMENTS/SUPPLEMENTALS – None

XI. SECOND PUBLIC COMMENT – None

XII. POTENTIAL EXECUTIVE SESSION – 1 M.R.S. 405(6)(C) – (D)

a. Real Estate Sales Proposal for gravel pit – potential

It was voted to not pursue this item under **New Business (f)**.

b. Discussion between BOS and Town Manager re: Teamsters Local 340 Labor Contract

Motion: It was moved by Selectman Haley and seconded by Selectwoman Murphy for the BOS to enter into Executive Session per 1 M.R.S. 405(6)(D) for purpose of discussion of Teamsters Local 340 Labor Contract proposals and negotiations with the Town Manager Patrick Venne.

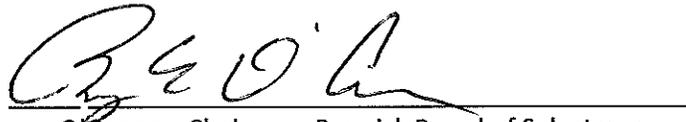
The motion carried unanimously; 4 – 0.

The Board of Selectman went into Executive Session at 9:13 p.m.

The July 2, 2013 BOS Meeting Minutes

Signed as approved at the Board's July 2, 2013 Meeting

On behalf of the Board



Bryan O'Connor, Chairman, Berwick Board of Selectmen